

**BAY COUNTY BUILDING AUTHORITY  
AGENDA  
WEDNESDAY, OCTOBER 15, 2008**

<b>PAGE NO.</b>	I	CALL TO ORDER
	II	ROLL CALL
1-3	III	MINUTES (6-18-08, approve)
	IV	PUBLIC INPUT
	V	ITEMS FOR CONSIDERATION
	<b>A.</b>	<b>MENTAL HEALTH HOMES</b>
4-6		1. Signature authorization allowing Rick Pabalis to sign for budget issues relating to the Mental Health homes, <i>(to be placed on file in Finance Dept.)</i> (approve)
7		2. Memo from Rick Pabalis re: Mental Health Home updates (receive)
8		3. Notice of Hearing from Bangor Township Board (receive)
9-12		4. Summer tax bills (0.00 amounts)for Pinconning City and Williams and Frankenlust townships (receive)
	<b>B.</b>	<b>GENERAL BUILDING AUTHORITY</b>
13-14		1. Asset Inventory list, authorize Chair to sign (approve)
15		2. 2007 Comprehensive Annual Financial Report (CAFR) on file in office, (receive)
	VI	UNFINISHED BUSINESS
	VII	NEW BUSINESS
	VIII	MISCELLANEOUS
		<b>ACCOUNTS PAYABLE INVOICES</b> (approve)
16-17		1. US Bank Debt Service Invoice#2992 5 - \$101,117.50
18-19		2. US Bank national semi-annual bond payment - \$1,762,270.00
	IX	ANNOUNCEMENTS
	X	ADJOURNMENT

**BAY COUNTY BUILDING AUTHORITY**

**Date Meeting: June 18, 2008**

**Held in the Commissioners' Fourth Floor Commissioners Chambers- Bay County Building**

Commissioners Present		17	18	19	20	21	22			
P	Donald Goulet	M/Y	Y	M/Y	S/Y	M/Y	S/Y			
	William Borch	E	X	C	U	S	E	D		
P	Rick Bukowski	Y	S/Y	S/Y	Y	Y	Y			
P	Gary Phillips, Chair.	Y	Y	Y	Y	Y	Y			
P	Rich Charbeneau.	S/Y	Y	Y	Y	S/Y	Y			
P	Tom Ryder, V. Chair	Y	M/Y	Y	M/Y	Y	M/Y			
	John Pflueger	E	X	C	U	S	E	D		
Commissioners Present										
	Don Goulet									
	William Borch									
	Rick Bukowski									
	Gary Phillips, Chair									
	Rich Charbeneau									
	Tom Ryder, V. Chair									
	John Pflueger									
Commissioners Present										
	Don Goulet									
	William Borch									
	Rick Bukowski									
	Gary Phillips, Chair									
	Rich Charbeneau									
	Tom Ryder, V. Chair									
	John Pflueger									

Others : D. Stone, R. Redmond,

Meeting Called to Order at 12:00 p.m. By: Chair. Phillips \_\_\_\_\_

M-Moved  
S-Supported  
Y-Yea  
N-Nay  
A-Abstain  
E-Excused

— | —

**Bay County Building Authority  
Minutes, Wednesday, June 18, 2008  
Page No. 1**

**MOTION NO.**

This meeting of the Bay County Building Authority was called to order, a roll call conducted, and a quorum was determined to be present.

- 17            MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES  
                 OF APRIL 16, 2008 AS PRESENTED.**

**PUBLIC INPUT:** None

**MENTAL HEALTH HOMES:**

- 18            MOVED, SUPPORTED AND CARRIED TO APPROVE BUDGET  
                 REQUEST NO. 08-0073 TO REPLACE A FURNACE IN THE  
                 STANDISH ALMONT 2 HOME . (ITEM V A 1)**

**LIBRARY PROJECT:**

- 19            MOVED, SUPPORTED AND CARRIED TO RECEIVE THE TITLE  
                 INSURANCE POLICY #C31-Z031909 FOR THE ALICE AND JACK  
                 WIRT LIBRARY. (ITEM V B 1)**
- 20            MOVED, SUPPORTED AND CARRIED TO RECEIVE THE TITLE  
                 INSURANCE POLICY #C31-Z031910 FOR THE PINCONNING  
                 BRANCH LIBRARY. (ITEM V B 2)**

**UNFINISHED BUSINESS:**

Project Manager, Bob Redmond stated that the Bay County Library Board has put the Southside renovation on hold at this time.

**NEW BUSINESS:**

None

**Bay County Building Authority  
Minutes, Wednesday, June 18, 2008  
Page No. 1**

**MOTION NO.**

**MISCELLANEOUS:**

- 21            MOVED, SUPPORTED AND CARRIED TO APPROVE THE ACCOUNTS  
PAYABLE INVOICES AS PRESENTED. (ITEM VIII)**

**ANNOUNCEMENTS:**

None

**ADJOURNMENT:**

- 22            MOVED, SUPPORTED AND CARRIED TO ADJOURN TO THE CALL  
OF THE CHAIR. (12:10)**

Submitted by,



Deborah Stone  
Bay County Building Authority

December 20, 2006

To: All Department/Division Heads

From: Michael Regulski  
Finance Officer

RE: Authorized Signatures

For 2007 we will be updating all signature authorizations on file in the Finance Department.

In order to simplify the process we have developed the attached form. This form is to be completed and returned to the Finance Department no later than January 5, 2007.

To complete the document please provide the appropriate name and signature for each staff person who is authorized to approve finance documents and indicate which documents they can approve for your department.

If a person is authorized to only sign up to a limited dollar amount or for a specific activity or line item(s) please note it here. For the other items just place a check mark in the appropriate field.

If someone from another department is allowed to sign for any of the listed activities, it needs to be noted on this sheet **and** a letter sent by the department head to the Finance Department so authorizing. The letter needs to be on letterhead and signed by the department head before this request will be honored.

If the document is not returned to the finance department by the date indicated, processing of the documents may be delayed as we verify the department approvals.

The codes on the signature sheet are as follows:

Purch Requisition.....	Purchasing Requisition
PO Adjustment.....	Purchase Order Adjustment
PMT Voucher.....	Payment Voucher
Budget Adj .....	Budget Adjustment
Asset Transfer.....	Asset Transfer
Payroll.....	Payroll
Limited Signature Amount.....	Do they have a limit?
List Any Specific Activity Line Items.....	If they can sign for any line item leave this section blank, this is only for exceptions.

If you have any questions concerning this document please contact Andrea Szymanski ext 4035 or Frances Horgan ext 4037

**Finance and Purchasing  
Authorized Signatures**

AUTHORIZED PERSON			AUTHORIZED TO SIGN FOR THE FOLLOWING							
Approval Flow	Printed Name	Signature	Purchasing Req	PO Adjustment	Pmt Voucher	Budget Adj	Asset Transfer	Payroll	List Limited Signature Amount (if applicable)	List Any Specific Fund Activity Line Items (object codes)
	RICHARD PARZALIS	<i>Richard Palalis</i>	X	X	X	X				

Department: \_\_\_\_\_

Approved By: \_\_\_\_\_

Department Activity Code: 279.03 - Parker  
 279.09-Zielinski  
 279.10 - Bangor  
 279.11- Fisher  
 279.12 - Hickory  
 279.19 - McNally  
 279.20 - Grove  
 279.11 - Almont 1  
 279.22 - Almont 2

Date: \_\_\_\_\_

THOMAS L. HICKNER  
Bay County Executive



Richard C. Pabalís  
Superintendent of  
Buildings and Grounds  
[pabaliscr@baycounty.net](mailto:pabaliscr@baycounty.net)  
<http://www.baycounty-mi.gov>

BAY COUNTY BUILDINGS  
AND GROUNDS DIVISION  
515 Center Avenue, Suite G101  
Bay City, Michigan 48708-5121

TEL (989) 895-4097  
FAX (989) 895-4222  
TDD (989) 895-4049  
(HEARING IMPAIRED)

## MEMO

TO: ROBERT REDMOND  
PROJECT MANAGER FOR  
BAY COUNTY BUILDING

FROM: RICK PABALIS *RP*  
SUPERINTENDENT OF BUILDINGS & GROUNDS

The following is a list of all work that was completed on three of the Mental Health Homes:

**Hickory** R.C. Martin replaced furnace with new energy efficient one.

**Zielinski** Dug up drain tiles at home and repaired crushed tile, tarred 2 feet below grade around entire home, and contracted with Timbertown to waterproof basement.

**Fisher** Removed large bush from the front of the home.

If you should have any questions, or need additional information, as always feel free to contact my office.

RP/alg

RECEIVED  
Bay County Building Authority

OCT 09 2008

Routing \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

— 17 —



*The following is a legal notice that is required to be sent to all homeowners in Bangor Township. The reason you are receiving this notice is to notify you that the special assessment district for trash pick up is expiring at the end of the year and the Township Board is setting up the special assessment district so the Township can continue the curb side pick up of trash as we have enjoyed since the late 1990's. For a single-family home, the estimated cost over the next five years would be:*

	CURRENT	2009	2010	2011	2012	2013
Weekly	2.62	2.81	2.86	2.91	2.97	3.02
Monthly	11.35	12.19	12.41	12.63	12.86	13.09
Billed Yearly on Winter Taxes	136.20	146.28	148.92	151.56	154.32	157.08

**NOTICE OF HEARING ON SPECIAL ASSESSMENT  
IMPROVEMENTS BY BANGOR TOWNSHIP BOARD**

TO THE OWNERS OF PROPERTIES IN THE TOWNSHIP OF BANGOR DESCRIBED AS:

ALL PARCELS OF LAND WHICH HAVE EITHER A SINGLE-FAMILY, A TWO-FAMILY OR A THREE-FAMILY RESIDENCE THEREON AND ARE WITHIN BANGOR TOWNSHIP, BAY COUNTY, MI.

The name of this project shall be known as the "Trash Collection 2009-13."

A special assessment roll comprising the above-described properties and made for the purpose of specially assessing all parcels of land which have either a single-family, a two-family or a three-family residence located thereon and which are within the Township of Bangor to pay for the collecting and disposing of garbage and rubbish, which includes any form of waste as the term is defined in Bangor Township Ordinance No. 216, as amended, (i.e., recyclable solid waste, solid waste and yard waste) described as the "improvement" is on file for public examination with the Township Clerk. Any objections to said special assessment roll must be filed in writing with the Township Clerk prior to the close of the hearing to review said special assessment roll.

**TAKE NOTICE THAT** the Township Board will meet at the Township Administration Building, 180 State Park Drive, Bangor Township, Bay City, Michigan, on **Tuesday, the 14<sup>th</sup> day of October, 2008 at 6:30 p.m.**, for the purpose of reviewing said special assessment roll and hearing any objections thereto.

**FURTHER, TAKE NOTICE THAT** appearance and protest at this public hearing to confirm the special assessment roll is required in order to appeal the amount of the special assessment to the State Tax Tribunal. You may appear in person at the public hearing to object to the special assessment roll, or you may file your protest by letter at or before the public hearing in which case your personal appearance at the meeting is not required.

**TAKE FURTHER NOTICE THAT** the owner or any person having an interest in any real property within the special assessment district may file a written appeal of the special assessment with the state tax tribunal within 30 days after the confirmation of the special assessment roll if that special assessment was protested at the hearing held for the purpose of confirming the roll.

Bangor Township will provide reasonable auxiliary aids and services, such as signers for the hearing-impaired and readers for printed materials being considered at the hearing, to individuals with disabilities at the hearing upon 10 days' notice. Individuals requiring auxiliary aids or services should contact the Township by writing or calling:

Janet Santos, CMC, Clerk  
Charter Township of Bangor, 180 State Park Drive, Bay City, Michigan 48706  
(989) 684-8041 VOICE; (989) 684-5644 FAX

/s/ Janet Santos  
Janet Santos, CMC, Clerk

### PAYMENT INFORMATION

**THIS TAX IS DUE BY: 9-15-2008**

TAXES ARE PAYABLE WITHOUT INTEREST FROM JULY 1ST TO AUGUST 15, 2008. AUGUST 16TH THERE WILL BE A 2% COLLECTION FEE ADDED. SEPTEMBER 16, 2008 AN ADDITIONAL 2% COLLECTION FEE WILL BE ADDED FOR A TOTAL OF 4%. PLEASE PAY BY CHECK!

## TAX DETAIL

Taxable Value:	0	
State Equalized Value:	0	Class: 701
Princ. Res. Exp %:	0.0000	
Bill #		Mort Code:

Taxes are based upon Taxable Value.  
1 mill equals \$1.00 per \$1000 of Taxable Value  
Amounts with no millage are either Special  
Assessments or other charges added to this bill.

DESCRIPTION	MILLAGE	AMOUNT
STATE ED TAX	6.00000	EXEMPT
COUNTY OPERATING	5.72570	EXEMPT
DELTA COLLEGE	2.04270	EXEMPT
ISD OPERATING	0.18910	EXEMPT
ISD SPECIAL EDUC	2.84030	EXEMPT
VOC SKILL CENTER	1.89390	EXEMPT
CITY OPERATING	14.67370	EXEMPT

S 1/2 OF LOT 2 & ALL OF LOTS 3, 4, 5 & 6 AMENDED PLAT LOTS 1-6 BLOCK 7 & THE ADJOINING VACATED ALLEY VILLAGE OF PINCONNING, SD PCL FORMERLY DESC AS: S 1/2 LOT 2 & ALL OF LOTS 3, 4, 5 & 6 BLK 7 & THAT PT OF ADJ VAC ALLEY ON W BEG @ SW COR LOT 6, TH W 20.04 FT ALG W LN 3RD ST, TH N 225 FT ALG W LN ALLEY, TH E 19.65 FT, TH S 225 FT ALG W LN BLK 7 TO POB. VILLAGE OF PINCONNING

The taxes on bill will be used for governmental operations for the following fiscal year(s):

County	01-01-2008 -	12-31-2008
Twn/Cty:	07-01-2008 -	06-30-2009
School	07-01-2008 -	06-30-2009
State	10-01-2007 -	09-30-2008

Does NOT affect when the tax is due or its amount.

Total Tax	
Administration Fee	

TOTAL AMOUNT DUE

RECEIVED Bay County Building Authority  
JUL 02 2008

## ~~Routing~~

Bill #

Pay this tax to:

PINCONNING CITY TREASURER  
208 S MANITOU ST  
PO BOX 628  
PINCONNING, MI 48650

PLEASE RETURN THIS PORTION WITH PAYMENT. ~~THANK YOU.~~

THIS TAX IS DUE BY: 9-15-2008

2008 Summer Tax for Prop #: 180-P05-007-002-01

**TAXPAYER NOTE:** Are your name & mailing address correct?  
If not, make changes below  
and contact your local assessor.

MAKE CHECK PAYABLE TO: PINCONNING CITY TREASURER

**TOTAL AMOUNT DUE: \$ 0.00**

Amount Remitted:

Age Group	Total	Male	Female	Male	Female
18-24	100	100	100	100	100
25-34	100	100	100	100	100
35-44	100	100	100	100	100
45-54	100	100	100	100	100
55-64	100	100	100	100	100
65-74	100	100	100	100	100
75+	100	100	100	100	100

To: 180-P05-007-002-01  
BAY COUNTY BUILDING AUTHORITY,  
THE  
515 CENTER AVE STE 406  
BAY CITY, MI 48708



- 9 -

### PAYMENT INFORMATION

**THIS TAX IS DUE BY: 9-15-2008**

## PROPERTY INFORMATION

TAX DETAIL

### OPERATING FISCAL YEARS

RECEIVED

JUL 02 2008

## Routing

B-111 #

THIS TAX IS DUE BY: 9-15-2008

Amount Remitted: \_\_\_\_\_

[illegible]

## MESSAGE TO TAXPAYER

HOURS: 8:30 AM TO 4:00 PM MONDAY THRU THURSDAY  
 8:30 AM TO 12:00 NOON ON FRIDAY  
 PAYMENT MAY BE MAILED OR DROPPED IN OFFICE DROP BOX.  
 PLEASE RETURN BOTTOM PORTION OF TAX BILL WITH YOUR  
 CHECK. PLEASE DO NOT MAIL OR DROP CASH. PHONE :  
 (989) 662-4091. OFFICE CLOSED JULY 3RD-4TH, AUG 29TH  
 & SEPTEMBER 1ST, 2008

## PAYMENT INFORMATION

THIS TAX IS DUE BY: 9-15-2008

TAXES ARE PAYABLE WITHOUT INTEREST FROM JULY 1ST TO  
 SEPTEMBER 15TH. BEGINNING SEPTEMBER 16, 2008 1%  
 INTEREST WILL BE ADDED. BEGINNING OCTOBER 1, 2008  
 THERE WILL BE AN ADDITIONAL 1% INTEREST EACH MONTH.

## PROPERTY INFORMATION

Property Assessed To:  
 BAY COUNTY BUILDING AUTHORITY

515 CENTER AVE STE 406  
 BAY CITY, MI 48708-5125

09010 BAY CITY SCHOOLS

Prop # 140-Z05-000-002-00 School : 09010  
 Property Address: ZIELINSKI LN

## Legal Description:

LOT 2 ZIELINSKI ESTATES SUBDIVISION

## TAX DETAIL

Taxable Value: 0  
 State Equalized Value: 0 Class: 700  
 Princ. Res. Exp %: 0.0000  
 Bill # Mort Code:

Taxes are based upon Taxable Value.  
 1 mill equals \$1.00 per \$1000 of Taxable Value  
 Amounts with no millage are either Special  
 Assessments or other charges added to this bill.

DESCRIPTION	MILLAGE	AMOUNT
STATE ED TAX	6.00000	EXEMPT
COUNTY OPERATING	5.72570	EXEMPT
DELTA COLLEGE	2.04270	EXEMPT
ISD OPERATING	0.18910	EXEMPT
ISD SPECIAL EDUC	2.84030	EXEMPT
VOC SKILL CENTER	1.89390	EXEMPT
SCHOOL OPERATING	18.00000	EXEMPT
SCHOOL DEBT 2006	2.35000	EXEMPT

RECEIVED

Bay County Building Authority

JUL 03 2008

Total Tax 0.00  
 Administration Fee 0.00  
 Routing \_\_\_\_\_  
 TOTAL AMOUNT DUE 0.00

## OPERATING FISCAL YEARS

The taxes on bill will be used for governmental  
 operations for the following fiscal year(s):

County 01-01-2008 - 12-31-2008  
 Twn/Cty: 01-01-2008 - 12-31-2008  
 School 07-01-2008 - 06-30-2009  
 State 10-01-2007 - 09-30-2008

Does NOT affect when the tax is due or its amount.

Bill #

Mort Code

Pay this tax to:

WILLIAMS TOWNSHIP TREASURER  
 CONNIE HOVERMAN  
 1080 W MIDLAND RD  
 AUBURN, MI 48611

PLEASE RETURN THIS PORTION WITH PAYMENT. THANK YOU.

THIS TAX IS DUE BY: 9-15-2008

2008 Summer Tax for Prop #: 140-Z05-000-002-00

TAXPAYER NOTE: Are your name & mailing address correct?  
 If not, make changes below  
 and contact your local assessor.

MAKE CHECK PAYABLE TO: WILLIAMS TOWNSHIP TREASURER

TOTAL AMOUNT DUE: \$ 0.00

Amount Remitted: \_\_\_\_\_

140-Z05-000-002-00

To: BAY COUNTY BUILDING AUTHORITY  
 515 CENTER AVE STE 406  
 BAY CITY, MI 48708



## MESSAGE TO TAXPAYER

HOURS: 9:00 AM TO 4:00 PM TUESDAY OR FRIDAY  
(OR DROP IN MAIL SLOT NEAR ENTRANCE)  
PHONE: (989) 686-5300 FAX: (989) 686-5370  
WRITE YOUR PROPERTY TAX CODE NUMBER ON YOUR CHECK!  
IF YOU HAVE SOLD THIS PROPERTY, PLEASE FORWARD THIS  
TAX BILL TO THE NEW OWNER.

## PAYMENT INFORMATION

THIS TAX IS DUE BY: 9-15-2008

TAXES ARE PAYABLE WITHOUT INTEREST FROM 7-1-08  
TO 9-15-08. ON SEPT. 16TH 1% INTEREST WILL BE ADDED.  
ON OCT. 1ST AN ADDITIONAL 1% INTEREST WILL BE ADDED  
EACH MONTH. FROM FEB. 15TH THRU 28TH, 2009 A 3% LATE  
PENALTY WILL BE ADDED.

## PROPERTY INFORMATION

Property Assessed To:  
BAY COUNTY BUILDING AUTHORITY

515 CENTER AVE STE 406  
BAY CITY, MI 48708-5125

09010 BAY CITY SCHOOLS

Prop # 030-010-000-004-00 School : 09010  
Property Address: 6050 BAY VALLEY RD

Legal Description:  
LOT 4 OLD HICKORY ESTATES SUBDIVISION

## TAX DETAIL

Taxable Value: 0  
State Equalized Value: 0 Class: 600  
Princ. Res. Exp %: 0.0000  
Bill # Mort Code:

Taxes are based upon Taxable Value.  
1 mill equals \$1.00 per \$1000 of Taxable Value  
Amounts with no millage are either Special  
Assessments or other charges added to this bill.

DESCRIPTION	MILLAGE	AMOUNT
STATE ED TAX	6.00000	EXEMPT
COUNTY OPERATING	5.72570	EXEMPT
DELTA COLLEGE	2.04270	EXEMPT
ISD OPERATING	0.18910	EXEMPT
ISD SPECIAL EDUC	2.84030	EXEMPT
VOC SKILL CENTER	1.89390	EXEMPT
SCHOOL OPERATING	18.00000	EXEMPT
SCHOOL DEBT 2006	2.35000	EXEMPT

## OPERATING FISCAL YEARS

The taxes on bill will be used for governmental  
operations for the following fiscal year(s):

County 01-01-2008 - 12-31-2008  
Twn/Cty: 07-01-2008 - 06-30-2009  
School 07-01-2008 - 06-30-2009  
State 10-01-2007 - 09-30-2008

Does NOT affect when the tax is due or its amount.

RECEIVED

Total Tax 0.00  
Administration Fee Bay County Building Authority 0.00

TOTAL AMOUNT DUE

JUL 02 2008

0.00

Routing

Bill #

Mort Code

Pay this tax to:

FRANKENLUST TOWNSHIP TREASURER  
MARY M REVORD  
2401 DELTA ROAD  
BAY CITY, MI 48706

PLEASE RETURN THIS PORTION WITH PAYMENT. THANK YOU.

THIS TAX IS DUE BY: 9-15-2008

2008 Summer Tax for Prop #: 030-010-000-004-00

TAXPAYER NOTE: Are your name & mailing address correct?  
If not, make changes below  
and contact your local assessor.

MAKE CHECK PAYABLE TO: FRANKENLUST TOWNSHIP TREASURER

TOTAL AMOUNT DUE: \$ 0.00

Amount Remitted: \_\_\_\_\_



030-010-000-004-00  
To: BAY COUNTY BUILDING AUTHORITY

515 CENTER AVE STE 406  
BAY CITY, MI 48708



**THOMAS L. HICKNER**  
Bay County Executive

**Michael J. Regulski CGFM**  
Finance Officer

Finance Department  
7<sup>th</sup> Floor  
Bay County Building  
515 Center Avenue, Suite 701  
Bay City, MI 48708-5128

October 6, 2008



Accounting/Purchasing  
**Michael J. Regulski CGFM**  
regulskim@baycounty.net

Budget/Grants  
**Kim Priessnitz**  
priessnitzk@baycounty.net

Payroll/Benefits  
**Susan J. Gansser**  
ganssers@baycounty.net

TEL (989) 895-4030  
TDD (989) 895-4049  
FAX (989) 895-4039

To: Elected Officials/Department Heads

From: Michael J. Regulski, Finance Officer

RE: Modification of Asset Tagging Policy

The anticipated implementation of the Munis financial software package has provided an opportunity to review and modify the Administrative Policy regarding asset tagging.

It has been determined that assets with a value less than \$1,000 will not be assigned a County asset tag. However, an Elected Official/Department Head may request the Finance Department to tag assets with a value less than the \$1,000 threshold, in their department(s), to assist them in tracking their assets.

In addition to future assets purchased with a value less than \$1,000 not being tagged, the Finance Department is taking this opportunity to amend current outstanding assets on record. All assets with a value of less than \$1,000 on the Department Asset Lists will be removed with the approval of the respective Elected Official/Department Head.

A Department Asset List(s) with the proposed asset removals relevant to your department are attached. In order to proceed with the removal of these assets please return the list(s) to the Finance Department on or before October 31, 2008 with the signature of the Elected Official/Department Head authorizing the removals. Signatures of Elected Official/Department Head designees will not be accepted in this instance due to the enormity of this policy change. If an Elected Official/Department Head would like to retain any of the assets on the list that are below the \$1,000 threshold they would need to indicate that on the Department Asset List in the line available for each asset when returning the Department Asset List(s) to the Finance Department.

It is critical that the Department Asset List(s) are returned to the Finance Department timely so that the removals are recorded prior to the bi-annual inventory that will be conducted in December 2008. If the Department Asset List(s) relative to your departments are not received in the Finance Department on or before the October 31, 2008 deadline it will be assumed that you wish to retain all assets currently on your list and there will be no existing assets removed.

This modification of the asset tagging policy, in addition to the removal of existing assets not meeting the new tagging threshold, will ideally make your asset management responsibilities less burdensome.

Dept: 279.00 BUILDING AUTHORITY

Condition Tag #	Asset description/Serial #	Inv date	Asset cost	Asset/Tag Location	Room	
—	891 CABINET, 4 DRAW LETTER W/O LOCK		.00	COUNTY BUILDING - 4TH FLOOR		** REMOVE **
—	17608 SCANNER, HP SCANJET SS60A1281Z4	1/12/2001	435.00	COUNTY BUILDING - 4TH FLOOR		** REMOVE **
—	17967 CAMERA, KODAK DIGITAL KJCAJ1230Z2591032630	9/12/2001	389.63	COUNTY BUILDING - 4TH FLOOR		** REMOVE **
—	19185 COMPUTER, INTEL ULTRA PENTIUM	10/11/2004	975.00	COUNTY BUILDING - 4TH FLOOR		** REMOVE **
—	13762 CALCULATORS, VICTOR	7/28/1995	174.00	COUNTY BUILDING - 7TH FLOOR		** REMOVE **

The undersigned certifies that the above inventory is accurate  
except where specifically noted.

Condition Legend:

E = Excellent F = Fair  
G = Good P = Poor

Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone number \_\_\_\_\_

1  
1  
1  
1

**THOMAS L. HICKNER**  
Bay County Executive

**Michael J. Regulski CGFM**  
Finance Officer

**Finance Department**  
7<sup>th</sup> Floor  
Bay County Building  
515 Center Avenue, Suite 701  
Bay City, MI 48708-5128



Accounting/Purchasing  
**Michael J. Regulski CGFM**  
regulskim@baycounty.net

Budget/Grants  
**Kim Priessnitz**  
priessnitzk@baycounty.net

Payroll/Benefits  
**Susan J. Gausser**  
gaussers@baycounty.net

TEL (989) 895-4030  
TDD (989) 895-4049  
FAX (989) 895-4039

July 11, 2008

Mr. Gary Phillips  
Bay County Building Authority  
515 Center Ave  
Bay City MI 48708

Dear Gary:

Enclosed is a copy of Bay County's 2007 Comprehensive Annual Financial Report (CAFR) for your files.

If you have any questions regarding the enclosed, please feel free to contact me at your convenience.

Sincerely,

Michael J. Regulski, CGFM  
Finance Officer

MJR/dk  
Enclosure

**RECEIVED**  
Bay County Building Authority  
JUL 11 2008

Routing \_\_\_\_\_





**Corporate Trust  
Services**

# Debt Service Invoice

**RECEIVED**

**Bay County Building Authority**

Name of Issue:

BAY COUNTY BUILDING AUTHORITY  
(LAW ENFORCEMENT CENTER) BONDS

DTD 9-1-96 BI # 2992

**Routing** \_\_\_\_\_

Account Number: 2992\_5

Debt Service Date: 11/01/2008

Payment Due Date: 11/01/2008

Page: 1 of 1

BAY COUNTY BUILDING AUTHORITY  
ATTN: FINANCE DEPARTMENT  
BAY COUNTY BUILDING, 7TH FLOOR  
515 CENTER AVENUE  
BAY CITY MI 48708

Maturity Date	Rate	Principal Outstanding	Accrual Start Date	Accrual End Date	Interest Due	Principal Due	Call Premium
11/01/2008	5.40%	90,000.00	05/01/2008	10/31/2008	2,430.00	90,000.00	0.00
11/01/2009	5.50%	95,000.00	05/01/2008	10/31/2008	2,612.50	0.00	0.00
11/01/2010	5.60%	105,000.00	05/01/2008	10/31/2008	2,940.00	0.00	0.00
11/01/2011	5.70%	110,000.00	05/01/2008	10/31/2008	3,135.00	0.00	0.00
<b>Totals</b>		<b>400,000.00</b>			<b>11,117.50</b>	<b>90,000.00</b>	<b>0.00</b>

Total Amount Due: \$101,117.50

Wire Instruction:

(must be received by 11:30am central time on due date)

BBK: U.S. Bank N.A. (091000022)

BNF: U.S. Bank Trust N.A.

AC: 170225065979

OBI: TFM

REF: 2992\_5

For questions contact: ANGIE(SANTIAGO-GRA) 651-495-3721

Order # 67939 Invoice # Semi Annual/Int  
Invoice Date 11-1-08 Amount \$ 101117.50  
Fund/Activity/ Line # 369.00 - 279.01 - 991.00 = 90000.00  
369.00 - 279.01 - 995.00 = 11117.50  
P.O. # 0/a Complete  
Approved by \_\_\_\_\_ Date \_\_\_\_\_

Please Remit with Payment

Name of Issue:  
BAY COUNTY BUILDING AUTHORITY  
(LAW ENFORCEMENT CENTER) BONDS  
DTD 9-1-96 BI # 2992

Account #	2992_5
Debt Service Date:	11/01/2008
Payment Due On:	11/01/2008
Net Amount Due:	\$101,117.50
Amount Enclosed:	

Remit check to: (must be received 3 business days prior to due date)

US Bank  
CM-9705  
PO Box 70870  
St. Paul, MN 55170-9705

Change of Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Corporate Trust  
Services

Attn: Angie Argueta  
Phone: 651-495-3721  
Fax: 651-495-8109

## VERIFICATION OF RECEIPT

REF # from Maturity Bill: \_\_\_\_\_ Debt Service Due: November 1<sup>st</sup>, 2008  
Contact Person: \_\_\_\_\_ Account Name: \_\_\_\_\_  
Phone Number (\_\_\_\_) \_\_\_\_\_

Returning this form will verify that you have received the maturity bill for  
the upcoming debt service. Please indicate the method of payment you will use.

**CHECK: PLEASE INCLUDE A COPY OF EACH BILL WITH YOUR CHECK AND USE THE  
ENCLOSED RETURN ENVELOPE FOR YOUR REMITTANCE.**

**Mailing Address**

U.S. Bank Operations Center  
Attn: TFM/Angie Argueta  
Lockbox Services-CM-9705  
PO Box 70870  
St. Paul MN 55170-9705

**Overnight Delivery**

U.S. Bank Operations Center  
Attn: TFM/Angie Argueta  
Lockbox Services-CM-9705  
1200 Energy Park Dr (ENER 0106)  
St Paul MN 55108

Date Check will be mailed: \_\_\_\_\_ Amount: \_\_\_\_\_  
**Checks must be receiving 3 business days prior to payment date!**

**WIRE/ACH INSTRUCTIONS**

Date Wire(s)/ACH will be sent: \_\_\_\_\_ Number of Wire(s)/ACH: \_\_\_\_\_

Dollar Value of wire(s)/ACH: \_\_\_\_\_

(Please list multiple wires/ACH individually)

BBK: 091000022  
BNF: USBANK TRUST NA  
AC: 170225065979  
OBI: TFM  
REF: \_\_\_\_\_

**DEBIT U.S. BANK DEPOSIT ACCOUNT (fax or mail proper forms)**

To assist in the smooth processing of your payment, please complete this form and return via fax as soon as possible (651) 495-8109. Feel free to contact me at (651) 495-3721 with any questions.

Sincerely,

Angie E Argueta(Santiago)  
Trust Finance Management  
U.S. Bank Corporate Trust  
(651) 495-3721 Office  
(651) 495-8109 Fax

**PAYMENT COVERING MULTIPLE ACCOUNTS**

Please list the account information below:

Ref # from Maturity Bill	Dollar Amount	US Bank Contact Name
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

BAY COUNTY VOUCHER  
 INSTALLMENT PURCHASE AGREEMENT PAYMENTS  
 SEMI ANNUAL BOND PAYMENT DUE October 27, 2008

VENDOR #

U.S. Bank National Association  
 MMBA  
 Attn: David Johnson  
 SDS 12-2590  
 P.O. Box 86  
 Minneapolis, MN 55486-2590

Invoice Date 09/22/2008

DEBT	PRINCIPAL	PRINCIPAL LINE ITEM	INTEREST	INTEREST LINE ITEM	TOTAL
LEC	345,000.00	369.00-279.01-991.00	29,258.75	369.00-279.01-995.00	374,258.75
MHGH	240,000.00	369.00-279.90-991.00	9,705.00	369.00-279.90-995.00	249,705.00
COURT	360,000.00	369.00-279.06-991.00	83,925.00	369.00-279.06-995.00	443,925.00
LIBRARY	0.00	369.00-279.13-991.00	311,766.25	369.00-279.13-995.00	311,766.25
ANIMAL	0.00	369.00-279.24-991.00	2,610.00	369.00-279.24-995.00	2,610.00
PERE MARQUETTE	0.00	369.00-279.04-991.00	9,192.50	369.00-279.04-995.00	9,192.50
ICE	295,000.00	369.00-279.08-991.00	75,812.50	369.00-279.08-995.00	370,812.50
	<u>\$1,240,000.00</u>		<u>\$522,270.00</u>		<u>\$1,762,270.00</u>

PREPARED BY: ANDREA SZYMANSKI, FINANCE DEPARTMENT

AUTHORIZED BY:

\_\_\_\_\_  
 Gary Phillips, Chairman  
 Bay County Building Authority

**RECEIVED**  
 Bay County Building Authority  
 SEP 24 2008

9/24/2008

Routing \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# Michigan Municipal Bond Authority Local Government Loan Program INVOICE

Ms. Andrea Szymanski  
Staff Accountant  
County of Bay Building Authority  
515 Center Ave

Bay City, MI 48708-5128  
Phone: (989)895-4030 Ext

Fax: (989)895-4039

Due Date	Program / Series	Loan Amount	Principal	Interest	Period Credit	Total
10/27/2008	1999A LGLP-INS/AMBAC	\$2,920,000.00	\$290,000.00	\$26,261.25	(\$ 0.00)	\$316,261.25
10/27/2008	2006A LGLP-INS/AMBAC	\$3,200,000.00	\$295,000.00	\$75,812.50	(\$ 0.00)	\$370,812.50
10/27/2008	2006A LGLP-INS/AMBAC	\$1,240,000.00	\$115,000.00	\$28,800.00	(\$ 0.00)	\$143,800.00
10/27/2008	2006A LGLP-INS/AMBAC	\$2,765,000.00	\$245,000.00	\$55,125.00	(\$ 0.00)	\$300,125.00
10/27/2008	2004A LGLP-INS/AMBAC	\$1,615,000.00	\$240,000.00	\$9,705.00	(\$ 0.00)	\$249,705.00
10/27/2008	2004A LGLP-INS/AMBAC	\$420,000.00	\$55,000.00	\$2,997.50	(\$ 0.00)	\$57,997.50
10/27/2008	2002A LGLP-INS/AMBAC	\$900,000.00	\$ 0.00	\$2,610.00	(\$ 0.00)	\$2,610.00
10/27/2008	1997B LGLP-INS/AMBAC	\$600,000.00	\$ 0.00	\$9,192.50	(\$ 0.00)	\$9,192.50
10/27/2008	2002A LGLP-INS/AMBAC	\$17,400,000.00	\$ 0.00	\$311,766.25	(\$ 0.00)	\$311,766.25
					<b>Grand Total</b>	<b>\$1,762,270.00</b>

If you have any questions regarding this invoice please contact Lois Sauers at 517-335-0994. If you have changes to the contact / billing information please Email those changes to [sauersl@michigan.gov](mailto:sauersl@michigan.gov).

## Below please find two methods of payment to the Michigan Municipal Bond Authority

### Preferred Method of Payment

#### Payment via Federal Wire Transfer or ACH:

Wire transfers MUST be initiated by 10:30 a.m. on the due date.  
Reference information must be included on the wire transfer.

The wire instructions are:

**RBK: U.S. Bank, N.A.**

ABA: 091000022

BNF: USBANK CR WIRE CLRG

Beneficiary Acct#: 180121167365

Reference: MMBA / David Johnson, 651-495-3814

Beneficiary Acct Addr: 60 Livingston Ave., St. Paul, MN 55107-2292

#### Payment by Check:

To allow for processing time checks must be mailed 5 business days before the due date. Checks should be made payable to U.S. Bank, N.A. For proper credit, please include a copy of this invoice with your payment.

Mail your payment to:

MMBA

Attn: David Johnson

SDS 12-2590

P.O. Box 86

Minneapolis, MN 55486-259

